

Position Description (PD) for Yucca Mountain Lead Lab Activities

Position Description Number	YM003	
Creation Date of PD	07/04/2006	
Job Title	Operations Deputy	
SNL Dept Name	Performance Confirmation	
SNL Org Number (or TBD)	06855	
Number of Openings	1	
Description of Position	<p><u>Operations Deputy</u></p> <p>The deputy supporting the PC department provides day-to-day oversight of activities within the lines. This position is located in Las Vegas, and require frequent travel. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Develop strategic goals necessary for the Lead Laboratory to fulfill the requirements for Performance Confirmation; • Support the PC manager to define work scope and objectives and communicate this information to group managers including integration of the program's scientific and licensing activities; • Elicitation and synthesis of regular status reports regarding cost, schedule, and performance; • Frequent reporting of status to group and department managers; • Monitoring of quality assurance compliance and continuous improvement processes; • Representation of department and group managers, as requested, to OCRWM customer and support group points of contact; • Line management of Las Vegas based Lead Laboratory subcontractors to ensure technical and administrative staff have access to facilities and other resources necessary to conduct of operations, coordination and monitoring of working schedules, and support to the group manager regarding subcontracting issues; • Coordinates and facilitates activities between Las Vegas and the national laboratory sites • Must demonstrate and communicate Sandia's corporate values (integrity, excellence, teamwork, respect for the individual, and national service) to the workforce 	
Required Skills & Experience	<p><u>Required Skills</u></p> <ul style="list-style-type: none"> • Working knowledge of YMP program; in particular cognizant of customer, regulatory, and institutional requirements, and flow-down of these requirements to supporting groups and teams; • Good oral and written communication skills • Ability to manage people in a dynamic and challenging environment <p><u>Required Experience</u></p> <ul style="list-style-type: none"> • Demonstrated knowledge of YMP QA procedures • Experience (>2 years) in reporting of YMP project status to management • Working knowledge of project management tools (i.e., Primavera, Microsoft Project) 	
Desired Skills & Experience (if applicable)		
Required Education (Degrees & Levels)	BS in engineering, mathematics, physical or geological sciences is required. Equivalent experience will be considered for exceptional candidates.	
Desired Education (Degrees & Levels - if applicable)	MS or MBA is highly desirable, as is formal project management training.	
Full Time Position? (Y/N)	Y	
Job Requires lifting 35+ Pounds (Y/N)	N	
Desired Start Date	10/1/06	
Can this position accommodate...		
Part Time Employees? (Y/N)	Telecommuting? (Y/N)	Foreign Nationals? (Y/N)
N	N	Y

Please Select All Related WBS Elements for this PD
(required for distributing PDs to contract providers for sourcing)

WBS Elements of 1.5.03		X
1.5.03.02	Total System Performance Assessment - Post Closure Safety	X
1.5.03.03	Unsaturated Zone Flow and Transport - Post Closure Safety	X
1.5.03.04	Saturated Zone Flow and Transport - Post Closure Safety	X
1.5.03.07	Engineered Barriers System Performance – Post Closure Safety	X
1.5.03.08	Disruptive Events – Post Closure Safety	X

Sand #: 2006-4508W